# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:				
Classification Specification: POLICE CEU PROGRAMS SUPERVISOR				
Salary Range: NR36 – Management Benefit Level C				
Position Description (Working Title): POLICE CEU PROGRAMS SUPERVISOR				
Incumbent:				
Location: Police – Support Services				

## **GENERAL PURPOSE:**

Under the direction of the Support Services Lieutenant, supervise staff and volunteers by counseling, training, planning, scheduling, organizing, coordinating, assigning, evaluating work and in assist in hiring in support of the Kent Drinking Driver Countermeasure Program, Volunteers in Police Services Program, and Community Education Unit.

Work is characterized by professional, supervisory and administrative functions in managing and sustaining: long-term Drinking Driver Task Force (DDTF) wellness and highway safety programs; short-term and long-term community Crime Prevention strategies, initiatives and practices; cultivates and implements community involvement and volunteerism in Police Department activities that promote the City and Department strategic goals and compliment delivery of services to the community.

Work functions are performed under limited supervision. The Support Services Lieutenant sets the overall objectives and resources available. The incumbent and Support Services Lieutenant work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the Support Services Lieutenant informed of progress, potentially controversial matters, or issues that may have far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in interviews, making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and hours worked; conducting performance evaluation; recommending promotion and disciplinary actions; addressing complaints; and resolving miscellaneous personnel issues.

Design, analyze and coordinate procedures, methods and techniques to facilitate the development, implementation and evaluation of citizen-based programs; develop alternatives and make appropriate changes, including funding sources.

Establish a common vision shared by multiple community organizations, agencies, policy-makers, citizen and youth boards, and police administration.

Develop, supervise and manage programs budget; perform grant writing and management; ensure compliance with contracts; coordinate renewal process and maintain contract files; monitor budgets, expenditures and balances of grant programs and program contribution accounts; identify and solicit funding sources to support the program; and obtain bids or quotes from vendors on various purchases for cost analysis to assist in making decisions in purchasing, as appropriate.

Perform public and media relations activities including development of press releases, proposals, brochures and related program promotions and marketing mechanisms.

Perform public speaking, dealing with council presentations, and presenting to grant review committee's formal grant seminars and local stake holders meetings.

Supervise special projects; studies and surveys; soliciting `Select, train and assign work to volunteers and participants. Maintain volunteer data base, track volunteer hours, plan and provide appropriate volunteer recognition.

Communicate with Departmental administrators and staff, outside agencies and general public to exchange information and explain City and Departmental policies and procedures.

Assure distribution of policies and procedures; make suggestions and recommendations to revise and update materials as needed to reflect changes in legislation or Departmental operations.

Write periodic, quarterly, semi-annual and annual reports for projects as required by contracting agencies; prepare, maintain and manage a variety of detailed, specialized and comprehensive records and logs, committee minutes and agendas, speaker requests, presentation evaluations, and final progress reports.

Prepare and distribute various records and reports related to unit operations, activities and personnel.

Respond to questions from staff and provide technical expertise regarding Police Department procedures and operations; troubleshoot and resolve equipment problems.

Recommend changes in units to improve operations. Identify and recommend budgetary needs for assigned work groups.

Attend and participate in meetings and conferences pertaining to unit operations, criminal justice system and general public as necessary.

Perform duties in place of assigned personnel as required.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

## PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

## KNOWLEDGE OF:

- Principles and practices of supervision and training.
- Procedures, practices and techniques used in development and maintenance of public education programs and classes.
- Correct usage of English grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Interagency relations; local community activities and resources.
- City organization and department, operations policies and objectives
- Applicable state laws, City of Kent codes, ordinances, City and department policies and procedures.
- Citizen volunteer programs and their successful operations.
- Budget development, preparation and purchasing techniques.
- Modern office practices, procedures and equipment including personal computers related software such as word processing and spreadsheets programs.

### SKILLED IN:

- Working independently with minimal supervision.
- Evaluating potentially volatile situations and taking appropriate action.
- Supervising small work groups.
- Completing projects and assignments within required time lines.
- Prioritizing and assigning unit work.
- Assessing work and recommending changes for efficiency of unit.
- Designing and implementing new ideas and programs for assigned work groups.
- Preparing clear and concise written reports/communications.
- Effectively communicating both orally and in writing.
- Making effective oral presentations at public hearings and meetings.
- Adhering to strict confidentiality requirements.
- Effectively using interpersonal skills in a tactful, patient, and courteous manner.

#### ABILITY TO:

- Serve as liaison between the Community Education Unit and Police units to assure smooth operation and effective delivery of services.
- Organize, evaluate and direct operation of the Community Education Unit.
- Work effectively with ethnic communities and citizens from diverse backgrounds.
- Work in a neat, orderly manner.
- Participate in development, revision, and implementation of policies and procedures for the Community Education Unit.
- Train, supervise, and evaluate assigned personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Work effectively as a member of a team.
- Operate police radio, multi-line phone system, police specific computer systems, copy machine, printers, and Fax machine.
- Maintain records and prepare reports.
- Plan and organize work to meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of action.

## MACHINES, TOOLS, AND EQUIPMENT USED:

Requires use of typical business office machinery and equipment including but not limited to computer, telephone, fax, copy machine, calculator, typewriter, police radio and other office equipment appropriate to the position.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is: Frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. Occasionally required to walk, lift at least 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

## MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in marketing, communications, social sciences, business or

related field; and

Experience: Four (4) years increasingly responsible experience in program planning,

management, and/or community relations, including two years experience in

community-based or public sector setting.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities

listed above.

## LICENSES AND OTHER REQUIREMENTS:

Valid State of Washington Drivers License with no restrictions.

## **WORKING CONDITIONS:**

Primarily in an office environment; subject to multiple interruptions and dealing with difficult clientele; subject to working outside in a variety of weather/climate conditions dependant on needs of unit and agency.

Due to the variety of projects and programs that are the responsibility of the incumbent, days and hours of work are subject to flexible shifts and days of work, including weekends and holidays.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director Da	ate

Revised 7/13/09

<sup>\*\*</sup>Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.